

POSITION DESCRIPTION <i>(Please Read Instructions on the Back)</i>							1. Agency Position No.		
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> Reestablishment Explanation (Show any positions replaced) NAF PD 15		3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> New <input type="checkbox"/> Other		4. Employing Office Location		5. Duty Station		6. OPM Certification No.	
		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code	
								14. Agency Use	
15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. Office of Personnel Management									
b. Department, Agency or Establishment		Training and Curriculum Specialist		NF		1701		04	
c. Second Level Review									
d. First Level Review									
e. Recommended by Supervisor or Initiating Office		Training and Curriculum Specialist		NF		1701		04	
16. Organizational Title of Position (if different from official title) Training and Curriculum Specialist				17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment DEPARTMENT OF THE NAVY				c. Third Subdivision					
a. First Subdivision COMMANDER NAVY INSTALLATIONS COMMAND				d. Fourth Subdivision					
b. Second Subdivision				e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) G. YOUNG CNIC CYP					
Signature _____ Date _____				Signature <i>G. Young</i> Date <i>10/9/08</i>					
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.				22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action S. J. NEW PRINCIPAL CLASSIFIER				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature <i>S. New</i> Date <i>10/9/08</i>									
23. Position Review		Initials		Date		Initials		Date	
a. Employee (optional)									
b. Supervisor									
c. Classifier									
24. Remarks									
IMMEDIATE SUPERVISOR WILL SIGN IN BLOCK 20a TO VERIFY ACCURACY WHEN PD IS USED									
25. Description of Major Duties and Responsibilities (See Attached)									

CYP Training and Curriculum Specialist **GS-1701-09 or NF-1701-04**

Introduction

The purpose of the Child and Youth Program (CYP) Training and Curriculum (T&C) Specialist position is threefold: (1) to provide and deliver a comprehensive training program to CYP employees and Child Development Home (CDH) providers that supports the professional requirements of their positions, (2) to assist with the implementation of a developmentally appropriate curriculum/program that fosters the physical, social, emotional, cognitive and language development of children and youth, ages 6 weeks to 18 years, and (3) to promote school readiness and support ongoing school success. A comprehensive CYP training program directly correlates to the quality of child and youth programs provided.

A T&C Specialist is assigned responsibility for providing training to CYP employees and CDH providers based on needs of the CYP. The incumbent is expected to operate independently with minimum supervision toward the overall objectives of the programs. Incumbent utilizes child and youth development and training expertise to role model, mentor, coordinate and provide training, observe for successful implementation of training, assess development of children and youth by direct observation, and provide services that lead to obtaining and/or maintaining accreditation by National Association for the Education of Young Children (NAEYC), National AfterSchool Association (NAA) or National Association for Family Child Care (NAFCC) and to provide services in support of the implementation of the Boys and Girls Club (BGCA) curriculum.

Major Duties and Responsibilities

The duties and responsibilities of the T&C Specialist can be grouped into categories, including training, classroom and program support, compliance, and additional responsibilities. Each is described below.

Training

- Orients new employees to the whole CYP system and provides them with basic information that can be applied in all settings.
- Works with CYP Directors to establish training plans and schedules for employee and provider training. Arranges for total CYP training opportunities, including training of management, administration, food service, and direct staff.
- Provides training that is appropriate for and tailored to the age group of the children and youth with whom the CYP employees and CDH providers work.
- Executes the Department of Navy (DoN) Standardized Module Training, provides initial and ongoing annual training, and ensures training is available to support career progression. Arranges for subject matter experts to conduct/support specialized training.
- Ensures completion and documentation of required monthly training. Works with CY Program Assistants to ensure modules are completed.
- Identifies additional training needs.

- Maintains training records and individual development plans. Prepares training status reports and recommendations to supervisors and notifies CYP Directors of employees' and providers' training status and performance.
- Develops programs that encourage and support the pursuit of continuing higher education by documenting requirements for completion of the Child Development Associate (CDA) or the Military School-Age Credential (MSA), and providing information, assistance and guidance to employees and providers who are seeking college-level classes to meet their professional goals.
- Assists the CDH Director and CDH Monitor(s) to encourage providers to become accredited.
- Develops a working relationship with local colleges, universities and professional organizations and advises employees/providers about continuing avenues of professional development.

Classroom/Program Support

- Ensures that the required Navy curriculum is implemented within each CYP (i.e., supports implementation and execution of the Navy standardized curriculum within the Child Development Center (CDC), including assisting CY Program Assistants and Leaders by documenting observations and assessments, evaluating classroom environments, reviewing weekly activity plans, and providing additional training when needed).
- Coordinates programming that supports the children and youth's physical, social, emotional, cognitive and language development regardless of setting or length of time in care.
- Ensures the quality and consistency of developmental programming to include the environment, equipment, materials, program structure, curriculum, risk management practices, and oversight and coordination of activity schedules and lesson plans.
- Role models appropriate behaviors and techniques working with children and youth.
- Observes in program settings throughout all hours of operation to assess employee competency and direct training needs for groups and/or individuals. Provides feedback to employees and supervisors.
- Works with CY Program Assistants and Leaders to evaluate classroom or activity area environments and makes recommendations to the Director for the selection of developmentally appropriate toys, materials and equipment.
- Maintains a resource file library to aid employees in preparing lesson plans and activity schedules and to assist with training objectives.
- Reviews lesson plans to ensure they are appropriate and based on curriculum requirements. Provides daily assistance with plans if needed.
- Assists in and supports development and implementation of parent education and parent participation programs.

Compliance

- Provides training to CYP employees so they can ensure classroom and activity area compliance with fire, safety, and sanitation rules and regulation.
- Provides support for CYP employees and CDH providers in preparing for inspections and accreditation.
- Carries out EEO policies and communicates support of those policies to CYP employees.

Additional Responsibilities

- In the absence of the CYP Director, incumbent may assume the responsibilities of the CYP Director and perform duties and requirements of the position.
- Incumbent is a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect.
- Completes all Department of Navy (DoN) training requirements.
- Performs other duties as assigned.

Classification Factors

Factor 1. Knowledge, Skills and Abilities Required by the Position

- An incumbent must have one of the following:
 - A 4-year degree in Early Childhood Education, Child Development, Elementary Education, Special Education, Home Economics (early childhood emphasis) or related field of study AND 3 years of full-time experience working with children.
OR
 - A Master's degree in the related field of study AND minimum of 1 year professional experience working with children.
OR
 - A combination of education and experience – courses equivalent to a major in a field (24 hours) appropriate to the position (see above), plus appropriate experience or additional course work that provided knowledge comparable to that normally acquired through the successful completion of the 4-year course of study described above.
- Practical experience in which the incumbent demonstrates an ability to independently manage a developmentally appropriate program for the age groups served. Demonstrates knowledge and background of child and youth programs including principles, practices and techniques of child and youth development. Possesses maturity and judgment and be capable of handling emergency situations.
- Knowledge, skill and ability necessary to provide guidance and leadership to employees and providers.
- Experience planning and conducting training workshops.
- Possess skill in applying both Federal and State Laws governing the prevention of child abuse and/or neglect.
- Possess a thorough understanding of the interest and motivation of individuals and groups as well as the process of planning, organizing, and implementing a variety of programs.
- Ability to develop curriculum outlines, courses of study and lesson plans/guides.
- Speak, read and write English and possess strong interpersonal communication skills necessary to relate to children, youth and adults from varied backgrounds.
- Knowledge of the NAEYC, NAA and NAFCC accreditation criteria and process, the required programs of the BGCA, and the skills and knowledge to implement the Department of Defense (DoD) certification standards.
- Possess a driver's license.
- Ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease.

- Ability to satisfactorily complete background checks IAW PL 101-647 to include a National Agency Check with Written Inquiries (NACI).

Factor 2. Supervisory Controls

Works under the general supervision of the assigned CYP Director with Oversight who is available for assistance with problems of an unusual nature or issues that require major policy decisions. Incumbent is responsible for training all assigned CYP employees and provides training and support to the CDH providers based on the needs of the CYP. Incumbent is expected to operate independently with minimum supervision.

Factor 3. Guidelines

Operational guidelines include, but are not limited to, DODINST 6060.2, 6060.3 and 6060.4; OPNAVINST 1700.9 series; Military Child Care Act (MCCA); NAVMED P-5010; Standard Operating Procedures; accreditation criteria for NAEYC, NAA, NAFCC; BGCA standards and all other applicable instructions and regulations. The incumbent must use judgment in interpreting and adapting program policies, regulations and procedures to ensure the timely implementation of program goals and objectives.

Factor 4. Complexity

The success of the CYP requires ongoing interpretation of program and employee development and child, youth and parent needs. Decisions regarding program plans require considerable innovation in developing or refining methods and techniques to be used in providing and continually improving the child and youth programs.

Factor 5. Scope and Effect

The primary purpose of the T&C Specialist position is to provide and deliver a comprehensive training program to CYP employees and CDH providers that supports the professional requirements of their positions and to implement a developmentally appropriate curriculum/program for children and youth ages 6 weeks to 18 years. The quality of training directly correlates to the quality of the developmental programs for children and youth which in turn directly affects the ability of military parents to complete mission requirements. Quality programming leads to school readiness and supports children and youth in developing skills that will assist them throughout their lifetime, including those challenges specific to military children and youth such as deployment of family members and frequent moves to new communities, schools and programs.

Factor 6. Personal Contacts

Personal contacts are with the CYP Director(s), employees, CDH providers, children, youth, parents, base civilian and military personnel. The incumbent serves as a liaison with local colleges and has other contacts with members of the general public, individually or in groups, to

include members of national and local child care and youth organizations, local school officials, and representatives of local civic volunteer groups.

Factor 7. Purpose of Contacts

Contacts with children, youth and their parents are to determine their needs in order to provide and maintain safe, quality programs. Incumbent coordinates with CYP Director(s) and other personnel/agencies to provide and deliver a comprehensive training program that supports developmentally appropriate practices and meets the professional needs of employees and providers. Serves as a liaison with local colleges and universities to assist employees and providers with continuing education, identify training resources and establish a source for possible recruitment of CYP employees or CDH providers. Works with local school officials to identify needs and requirements of children as they enter school in order to support successful transitions and ensure school readiness.

Factor 8. Physical Demands

The incumbent may be required to do considerable walking, standing, bending, stooping and standing and lifting up to 40 pounds. The incumbent may be required to drive an automobile when visiting other CYP sites.

Factor 9. Work Environment

The work involves every day risks or discomforts which require normal safety precautions typical of a wide variety of child and youth activities, programs and services, such as exposure to disease, injuries from lifting children or youth or supplies up to 40 pounds. Training and office areas are adequately lighted, heated and ventilated. May work an uncommon tour of duty to include evening and weekend work to accommodate schedules of employees and providers.